



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	Auditor – GS-14
JOB ANNOUNCEMENT NUMBER	27513
SALARY RANGE	Not Applicable
VACANCY OPEN PERIOD	12/22/2014 – Open Until: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.
POSITION TYPE	Detail
WHO MAY APPLY	Current Federal Government Employees
DUTY LOCATION	Reston, VA
SECURITY CLEARANCE	TS/SCI with CI Polygraph
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	Discretionary based on availability of funds

POSITION INFORMATION:

This is an opportunity for a 2-year reimbursable detail assignment in the ODNI. The detail may be extended an additional year if all parties agree.

The selected candidate will be detailed to the position at his or her current grade and salary.

Who May Apply:

- Current Federal Government employees.
- Candidates at the same grade or up to two grades lower than the position grade may apply.

KEY REQUIREMENTS:

- Applicants must, at the time of the application, hold an active Top Secret/Sensitive Compartmented Information (TS/SCI) clearance based on a Single Scope Background Investigation (SSBI) that was completed within the past five years.]
- CI Polygraph. (Applicants from outside the IC must be able to successfully pass a CI polygraph.)

COMPONENT MISSION:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.



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MAJOR DUTIES AND RESPONSIBILITIES:

Initiate, plan, and conduct comprehensive program, financial, contract, acquisition, and information technology-related audits and reviews of activities within the Office of the Director of National Intelligence (ODNI), and the Intelligence Community (IC) at-large to detect and prevent waste, fraud and abuse and ensure compliance with Generally Accepted Government Auditing Standards (GAGAS).

Plan, develop, and conduct ODNI and IC-wide financial and operational audits; design and conduct interviews; determine data to be reviewed; collect and analyze all relevant data using statistical and analytical methods; use audit results and analysis to develop recommendations for improving compliance, effectiveness, efficiency, and accountability.

Plan, develop, and present written reports and oral briefings for senior leaders regarding findings and status of complex audits.

Plan, develop, and conduct multiple, complex audits that require an integrated analysis of a number of different operational programs, financial, and accounting systems.

Provide senior ODNI and IC leadership with advice and counsel on the development of ODNI policies that are designed to detect and prevent waste, fraud, and abuse and address systemic issues identified in audits that detract from program or operational effectiveness.

Plan and conduct initiatives to identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to address issues identified in audits in order to promote financial compliance, efficiency, and effectiveness in the administration of programs and operations.

Monitor and assess the progress of corrective measures taken by senior ODNI and IC leadership, and provide substantive advice and innovative solutions to senior officials regarding implementation of recommendations

Develop and present briefings that keep the DNI fully informed of systemic issues detracting from operational performance and program effectiveness as well as of other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA):

Bachelors degree in accounting, business administration, finance, or public administration and/or a certificate as a Certified Public Accountant, Certified Internal Auditor, or Certified Information Systems Auditor or comparable professional experience at the full performance level in accounting, auditing, or a related field.

Extensive knowledge of the theory, concepts, practices, and techniques of auditing, to include the GAGAS and the identification of conditions, causes, criteria, effect, and recommendations.



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Extensive knowledge of and ability to detect and prevent waste, fraud, and abuse in one or more of the following areas: Federal contracting practices, government budgeting and finance, information technology and assurance, and/or the IC's structure, components, and missions.

Demonstrated interpersonal skills including the ability to interview, negotiate, and brief senior officials; demonstrated ability to lead an audit team in the development of audit plans, conduct highly complex audit projects, and write reports to substantiate findings.

Demonstrated writing skills including the ability to independently develop substantive audit reports and correspondence.

Demonstrated analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations based on qualitative and quantitative data.

Demonstrated ability to exercise sound judgment and form objective conclusions/recommendations, monitor for compliance, and evaluate the effectiveness of recommendations based on empirical facts, evidence, and other pertinent information.

HOW YOU WILL BE EVALUATED:

Applicants are encouraged to carefully review the position description and required KSAs, and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

OTHER INFORMATION:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis.

HOW TO APPLY:

To apply for a detail position to the ODNI, you must obtain permission through written endorsement from your employing IC element. Please contact your agency's Human Resources office for internal procedures. The application package must be submitted by your Human Resources office to the ODNI recruitment office. Any application submitted directly to the ODNI will not be considered.



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A complete application must include the following:

- a. A brief (two-page limit) candidate resume or biographical summary;
- b. A short narrative describing the applicant's qualifications (general and specific) for the joint duty assignment; and
- c. An employing element nomination/endorsement.

Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to Recruitment_TeamB@dni.gov. All attachments should be in Word or PDF format.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by the closing date of the announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

AGENCY CONTACT INFO:

ODNI Recruitment

Phone: 703-275-3811

Email: Recruitment_TeamB@dni.gov